

CLERK-STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for the performance of standard clerical tasks including the use of a computer and other office equipment. The work is considered routine in nature. Stenography and typing are an integral part of the job. The work is performed under the general supervision of a higher-level clerical employee or administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Takes dictation at meetings and types from shorthand, notes, drafts, etc.;

Opens, sorts and distributes mail;

Reviews and distributes e-mails and responds to general inquiries;

Sorts, and files correspondence, and other materials;

Makes and receives telephone calls, takes messages and provides callers with general information;

Completes requests for applications, and answers routine questions for completing them;

Disseminates letters, notices, permits, licenses and other materials and may collect money;

Checks, matches and assembles forms, documents and related data for further processing;

Maintains and balances simple account or record keeping entries and makes basic mathematical computations;

Completes paper or electronic vouchers;

Maintains a variety of basic office files;

Prepares basic reports from assembled data;

Maintains and distributes office supplies and other supplies (i.e., Personal Protective Equipment);

Prepares and maintains materials;

Operates standard office machines and utilizes various computer programs and applications for the completion of work assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic; ability to type accurately and at a rate of speed satisfactory to the appointing authority*; ability to record and transcribe dictation at a rate of speed satisfactory to the appointing authority*; ability to process documents; ability to file alphabetically and numerically; ability to maintain basic records; ability to understand basic oral and written directions; ability to communicate effectively, both orally and in writing; ability to demonstrate basic computer skills.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

NOTE: Academic, technical, or vocational training or office clerical experience may be substituted for schooling on a year-for-year basis.

*To be demonstrated during the probationary period.